



# Office of the City Clerk

Weekly Report – for Week Ending December 25, 2015

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**City Primary/General 2015 Elections** - The second draft of the “Restrictions on General Plan Amendments, Required Review of General Plan; Building Moratorium” petition was received on December 21. Staff is reviewing it and has until December 31 to respond to the proponents.

**2016 Neighborhood Council (NC) Election** - The Candidate Filing system went live on December 19 and there are 3 certified candidates in two NCs, Pacoima and Sylmar. Staff will schedule additional training for the Independent Election Administrators so that they are better prepared to assist candidates.

### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	32/1
Number of Notices/Publications	28
Number of Contracts Attested	90
Number of Council Files Created	80
Number of Claims Received	115
Number of Referrals	44
Number of Council Meetings	0
Number of Committee Meetings	0

### Neighborhood and Business Improvement Districts:

The administration contract for the operating period 2016 - 2020 of the newly established Pacific Palisades Business Improvement District, was attested and mailed to the District. On December 21, 2015, the Encino Commons Business Improvement District reached a petition level of 50.25 % to renew the District for the operating period beginning January 1, 2016 – December 31, 2020. The 2016 Annual Planning Reports for 15 Districts were submitted for scheduling at Committee and Council.

**DocuSign Electronic Signature Testing** - The DocuSign electronic signature product was tested and integrates well with the Council File Management System (CFMS). The goal is to route documents electronically and obtain electronic signatures, which then would automatically be posted into the CFMS system. The current process is manual with wet signatures, and is time consuming. The cost is on the high end, averaging \$6.50 per signature. Staff will be comparing similar products including HelloSign, EchoSign and E-Signature.

**Offsite Records Storage Contract** - The Records Management Officer met with the City’s newly selected records storage provider to plan the transition from the current vendor. A meeting with the Police Department to discuss the movement of LAPD records has been scheduled for early January.

**Historical Archives Research** – The Los Angeles Times researched environmental impact reports and zoning records of a Porter Ranch neighborhood.

**Fiscal/General City Purposes** - Staff worked on CPRA requests, replenished the petty cash fund for Mayor, Council and City Clerk, submitted November reconciliation report for the Mayor’s General Fund, continued to address questions from the CAO’s Office pertaining to the 2016-17 Proposed Budget, provide Council District 4 information in regards to their Real Property Trust fund and processed various transfers and appropriations for numerous Council Discretionary funds. Staff received 13 GCP allocation requests, processed 12 invoices for payment and executed 1 new contract.

## TOP ISSUES

- **City Council in Winter Recess to January 8th**
- **15 Business Improvement District Annual Planning Reports Completed**
- **Records Storage Transition Plan**
- **NC Candidate Filing in Progress**



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**Personnel** - Staff Held 2 New Hire Orientations, worked on a Workplace Violence Prevention Log Report for City Attorney's Office, completed interview processes and made offers to Management Assistant Candidates, held intake for reporting candidates on Principal Clerk Certification, and is completing Interviews for Chief Management Analyst position.

The Executive Officer of the Office of the City Clerk, Greg Allison, retired after completing nearly 32 years of exemplary city service. He will be missed. Recruitment for his replacement will begin in early January.

### ISSUES

None to report.

### UPCOMING. . . .

**City Health Commission** - Next meeting of the City Health Commission will be Monday, January 11, 2016 in Council Chambers.

**City Council Winter Recess** - December 18, 2015 to January 8, 2016.